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| --- | --- | --- | --- | --- | --- | --- | --- |
| |  |  | | --- | --- | | **Number** |  | | **Effective Date** | YYYY-MM-DD | | **Next Review Date** | YYYY-MM-DD |   UFV_BW_JPG15398**POLICY TITLE** (Title should reflect the subject. Begin with keyword if possible) | |
|  | |
| **Approval Authority** | The approval authority (e.g. Senate, President, Board of Gov.) |
| **Responsible Executive** | The senior administrator(s) with responsibility for the area related to this policy (e.g. VPs) |
| **Related Policies / Legislation** | Other internal or external policies and/or legislation that interrelate with or have authority over similar areas. |

# PURPOSE

This policy is to…

Provide a brief statement of the reasons why this policy exists.

# SCOPE

This policy applies to…

List groups (groups (students, faculty, staff, students in particular faculties), activities (e.g. research), time periods, geographic locations (e.g. all campus buildings), funds (e.g. operating funds), etc. to which the policy pertains.

# DEFINITIONS

In this policy, the following definitions apply:

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# POLICY

Provide a brief and direct statement(s) of the policy principle(s). The statement(s) may set standards, direct course of action, or set out the university position. This section should not include implementation details or background information.

# REGULATIONS

Include rules or regulations, responsibilities, and consequences of failure to comply, as appropriate to give effect to the policy. (Note that not all policies require procedures or regulations).

If associated procedures exist for this policy to reflect local application, all procedures must be compliant with the policy itself and should reference it. This section should indicate where such procedures may be found, and who is responsible for maintaining them. Please note, the Secretariat’s approach is not to publish the policy until related procedures are completed and published (or ready to be published). That way, once the policy is live, any interested person can find the related information as well.

# APPENDICES

Supplemental information if needed to assist reader. May include flow charts, diagrams, and decision tables.

**DOCUMENT formatting:**

1. **Policy Title format**: ALL CAPS/BOLD, 14 pt Calibri font.
2. **Section Title format**: Heading 1 (Bold, Calibri 12 font, all caps)
3. **Approval Authority**: Name of Authority (Board of Governors, Senate, President).
4. **Responsible Executive**: Title of the Responsible Executive.
5. **Related Policies/Legislation format**: Internal policies: Name of Policy (##). Legislation: *University Act*, *s*. #####.
6. **Policy number:** assigned by the University Secretariat.
7. **Date format**: YYYY-MM-DD (e.g. 2009-01-25).
8. **Review Date**: typically five years after last amendment.
9. **Paragraph format**: 12 pt Calibri font, left aligned.
10. In the regulations section, use numbers or multilevel numbered lists, not letters, for step by step sequence, and use bullets for items within numbered steps to indicate lists or tools where order of the steps do not matter.
11. **Footer format**: ‘Name of Policy (policy number)’ left aligned and ‘Page # of #’ right aligned, 11 pt Calibri font.
12. Follow the **UFV Writing style guide** (<http://www.ufv.ca/university-relations/marcom/writing-style-guide/>).

“University” is lower case unless it is used as a proper name (e.g. ‘The university is located on King Road’ versus ‘University of the Fraser Valley’).

“Committee” is lower case unless it is used in a committee name (e.g. ‘see attached for the committee structure’ versus ‘Undergraduate Education Committee’).

**NOTE:** All policies are to follow this template. The Secretariat office will oversee standardized formatting of policies and may make editorial changes before publishing.